

DATA SECURITY

To protect your account information,
please use an envelope to return your
direct deposit request.

Mail your request to:

DCS

ATTN: EFT Disbursements

PO BOX 9010

OLYMPIA WA 98507-9010

Tape voided check here.

WHY SHOULD I SIGN UP FOR DIRECT DEPOSIT?

**When your child support
payment is deposited directly
into your account:**

- Mail delays are eliminated.
- You do not need to make extra trips to the bank or wait in long lines to cash your check.
- Your check cannot be lost or stolen.

DIRECT DEPOSIT

Receiving
child support
is now MORE
CONVENIENT



Washington State
Department of Social
& Health Services

Division of Child Support

DSHS 22-078(X) (Rev.12/00)
Dir Deposit Child Support

WHAT IS DIRECT DEPOSIT?

Direct deposit is also known as electronic funds transfer (EFT). The person receiving child support can authorize the Division of Child Support (DCS) to deposit payments directly into their bank account.

The receiving party must be an authorized signer on the account where payments are to be deposited.

HOW DOES IT WORK?

When a payment is posted to your child support case, DCS electronically tells your bank to credit your account. In most instances, the payment will be deposited within three business days after DCS applies the payment to your case.

HOW DO I KNOW I HAVE A PAYMENT?

DCS will send you a deposit notice when a payment has been sent to your bank. You may call your bank or 1-800-442-KIDS to check on your payment. The KIDS line will tell you when a deposit has been sent to your bank.

Please notify your Support Enforcement Officer if your address changes.

HOW DO I SIGN UP FOR DIRECT DEPOSIT?

Fill out the authorization form attached and mail it to:

DCS
ATTN: EFT DISBURSEMENTS
PO BOX 9010
OLYMPIA WA 98507-9010

DCS cannot process forms that have been altered.

WHEN WILL MY DIRECT DEPOSIT START?

After DCS receives your authorization, we will contact your bank to set up the deposit. It usually takes about 20 days. DCS will notify you when the deposits begin.

HOW DO I CHANGE MY DIRECT DEPOSIT?

A new authorization form will need to be completed. DCS cannot change account information over the telephone.

HOW DO I STOP DIRECT DEPOSITS?

You must notify DCS by sending a letter to the address given above or by calling 1-800-468-7422.

If you have questions about direct deposit, please call:

1-800-468-7422 or 664-5103 within the local Olympia calling area.

DIRECT DEPOSIT AUTHORIZATION

For Office Use Only

BI#

D#

NAME LAST FIRST MI

SOCIAL SECURITY #

HOME PHONE #

WORK PHONE #

ADDRESS

EMAIL (optional)

NAME OF BANK

BRANCH PHONE #

I authorize the Division of Child Support (DCS) to make deposits to the account listed below until I cancel the authorization and DCS has time to act on it. This request cancels any other direct deposits I have in place with DCS. If funds are mistakenly deposited into my account, I authorize DCS to deduct the amount of the error from my account.

SIGNATURE:

DATE: / /

Please attach a voided check (or other verification from your financial institution) with the following information:

BANK ROUTING NUMBER

BANK ACCOUNT NUMBER

Account Type: ☐ Checking ☐ Savings